

**PURPOSE:**

The records are maintained and used by the DOE to keep a current listing of advisory committee members.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. A record from this system may be disclosed as a routine use to a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member concerning the subject matter of the record. The member of Congress must provide a copy of the constituent's request for assistance.

2. A record from the system may be disclosed as a routine use to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties. Those provided information under this routine use are subject to the same limitations applicable to DOE officers and employees under the Privacy Act.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records may be stored as paper records and electronic media.

**RETRIEVABILITY:**

Records may be retrieved by name.

**SAFEGUARDS:**

Paper records are maintained in locked cabinets and desks. Electronic records are controlled through established DOE computer center procedures (personnel screening and physical security), and they are password protected. Passwords are known only by the system manager. Access is limited to those whose official duties require access to the records.

**RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the National Archives and Records Administration (NARA) General Records Schedule and DOE record schedules that have been approved by NARA.

**SYSTEM MANAGER(S) AND ADDRESS:**

Headquarters: Director, Office of the Executive Secretariat, U.S. Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585.

**NOTIFICATION PROCEDURES:**

In accordance with the DOE regulation implementing the Privacy Act, Title 10, Code of Federal Regulations, part 1008, a request by an

individual to determine if a system of records contains information about him/her should be directed to the Director, Headquarters Freedom of Information Act and Privacy Act Division, U.S. Department of Energy, or the Privacy Act Officer at the appropriate address identified above under "System locations." The request should include the requester's complete name, time period for which records are sought, and the geographic location(s) where the requester believes the records are located.

**RECORD ACCESS PROCEDURES:**

Same as Notification procedures above. Records are generally kept at locations where the work is performed. In accordance with the DOE Privacy Act regulation, proper identification is required before a request is processed.

**CONTESTING RECORD PROCEDURES:**

Same as Notification procedures above.

**RECORD SOURCE CATEGORIES:**

The subject individual, members of Congress, and public interest groups.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DOE-10****SYSTEM NAME:**

Worker Advocacy Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

U.S. Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585

U.S. Department of Energy, 19901 Germantown Road, Germantown, MD 20874-1290

U.S. Department of Energy, Albany Research Center, 1450 Queen Avenue, SW., Albany, OR 97321

U.S. Department of Energy, Albuquerque Operations Office, Pennsylvania & H Street, Kirtland Air Force Base, Albuquerque, NM 87116

U.S. Department of Energy, Amarillo Area Office, Highway 60 FM2373, Amarillo, TX 79177

U.S. Department of Energy, Ames Laboratory, #311 TASF, Iowa State University, Ames, IA 50011

U.S. Department of Energy, Argonne Group, 9800 South Cass Avenue, Argonne, IL 60439

U.S. Department of Energy, Argonne National Laboratory-East, 9700 South Cass Avenue, Argonne, IL 60439

U.S. Department of Energy, Argonne National Laboratory-West, INEEL, EBRII Site, Scoville, ID 83415

U.S. Department of Energy, Atlanta Regional Office, 75 Spring Street, Suite 200, Atlanta, GA 30308

U.S. Department of Energy, Bettis Atomic Power Laboratory, Bechtel Bettis, Inc., 814 Pittsburgh McKeesport Blvd., West Mifflin, PA 15122-0079

U.S. Department of Energy, Bonneville Power Administration, 905 NE 11th Avenue, Portland, OR 97232

U.S. Department of Energy, Bonneville Power Administration, 1520 Kelley Place, Walla Walla, WA 99362

U.S. Department of Energy, Bonneville Power Administration, Seattle Customer Service Center, 1601 Fifth Avenue, #1000, Seattle, WA 98101-1625

U.S. Department of Energy, Bonneville Power Administration, Spokane Sales Office, 707 West Main Street, Suite 500, Spokane, WA 99201

U.S. Department of Energy, Boston Regional Office, John F. Kennedy Federal Bldg., Room 675, Boston MA 02203-0002

U.S. Department of Energy, Brookhaven Group, 53 Bell Avenue, Bldg. 464, Upton, NY 11973

U.S. Department of Energy, Brookhaven National Laboratory, P.O. Box 5000, Upton, NY 11973-5000

U.S. Department of Energy, Carlsbad Area Office, 4021 National Parks Highway, Carlsbad, NM 88220

U.S. Department of Energy, Chicago Regional Office, One South Wacker Drive, Chicago, IL 60606-4616

U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439

U.S. Department of Energy, Denver Regional Office, 1617 Cole Blvd., MS-1721, Golden, CO 80401

U.S. Department of Energy, Environmental Measurements Laboratory, 201 Varick Street, 5th Floor, New York, NY 10014-4811

U.S. Department of Energy, Fermi Group, Kirk Road & Pine Street, Batavia, IL 60510

Fermi National Accelerator Laboratory, Kirk Road & Pine Street, Batavia, IL 60510

U.S. Department of Energy, Fernald Environmental Management Project, 7400 Willey Road, Cincinnati, OH 45030

U.S. Department of Energy, General Atomics Site Office, 3550 General Atomic Court, B-7, Room 119, San Diego, CA 92121.

U.S. Department of Energy, Golden Field Office, 1617 Cole Blvd., Golden, CO 80401

U.S. Department of Energy, Grand Junction Office, 2597 3/4 Road, Grand Junction, CO 81503

U.S. Department of Energy, Hanford Environmental Health Foundation, 3080

George Washington Way, Richland, WA 99352

U.S. Department of Energy, Idaho Operations Office, 850 Energy Drive, Idaho Falls, ID 83403

U.S. Department of Energy, Idaho National Engineering and Environmental Laboratory, 2525 North Fremont Avenue, Idaho Falls, ID 83401-1563

U.S. Department of Energy, Idaho National Engineering and Environmental Laboratory, CF 690 MS 4149, Scoville, ID 83415

U.S. Department of Energy, Kansas City Area Office, 2000 E 95th Street, Kansas City, MO 64131-3095

U.S. Department of Energy, Kirtland Area Office, Pennsylvania & H Street, Albuquerque, NM 87185-5400

U.S. Department of Energy, Knolls Atomic Power Laboratory, 2401 River Road, Niskayuna, NY 12309

U.S. Department of Energy, Lawrence Berkeley National Laboratory, 1 Cyclotron Road, Berkeley, CA 94720

U.S. Department of Energy, University of California, Lawrence Livermore National Laboratory, 7000 East Avenue, P.O. Box 808, L-1, Livermore, CA 94550

U.S. Department of Energy, Lawrence Livermore National Laboratory, Nevada Test Site, University of California, P.O. Box 45, Mercury, NV 89023

U.S. Department of Energy, Lockheed Idaho Technical Center, 765 Lindsay Blvd., Idaho Falls, ID 83403

U.S. Department of Energy, Los Alamos Area Office, 528 35th Street, Los Alamos, NM 87544

University of California, Los Alamos National Laboratory, SM #30 Bikini Road, Los Alamos, NM 87545

U.S. Department of Energy, Miamisburg Environmental Management Project, 1 Mound Road, Miamisburg, OH 45342-0066

U.S. Department of Energy, National Energy Technology Laboratory (NETL-MGN), 3610 Collins Ferry Road, Morgantown, WV 26507-0880

U.S. Department of Energy, National Energy Technology Laboratory (NETL-PGH), 626 Cochran Mill Road, Pittsburgh, PA 15236-0940

U.S. Department of Energy, National Petroleum Technology Office, William Center Tower One, One West Third Street, Suite 1400, Tulsa, OK 74103

U.S. Department of Energy, National Renewable Energy Laboratory Area Office, 1617 Cole Blvd., Golden, CO 80401-3393

U.S. Department of Energy, National Renewable Energy Laboratory, 1617 Cole Blvd., Golden, CO 80401-3393

U.S. Department of Energy, Naval Petroleum and Oil Shale Reserves, 907 N. Poplar, Suite 150, Casper, WY 82601

U.S. Department of Energy, Naval Petroleum Reserves in California, 1601 New Stine Road, Suite 240, Bakersfield, CA 93309

U.S. Department of Energy, Nevada Operations Office, 232 Energy Way, North Las Vegas, NV 89030-4199

U.S. Department of Energy, Nevada Test Site Mercury, Nevada, Building 111, P.O. Box 677, Mercury, NV 89023-0677

U.S. Department of Energy, New Brunswick Laboratory, 9800 South Cass Avenue, Bldg. 350, Argonne, IL 60439

U.S. Department of Energy, Oak Ridge Institute for Science and Education, 230 Warehouse Road, Bldg. 1916T2, Oak Ridge, TN 37830

U.S. Department of Energy, Oak Ridge National Laboratory, Bethel Valley Road, Oak Ridge, TN 37831

U.S. Department of Energy, Oak Ridge Operations Office, 200 Administration Road, Oak Ridge, TN 37831

U.S. Department of Energy, Oakland Operations Office, 1301 Clay Street, Oakland, CA 94612-5208

U.S. Department of Energy, Office of Scientific and Technical Information, 175 Oak Ridge Turnpike, Oak Ridge, TN 37830

U.S. Department of Energy, Ohio Field Office, 1 Mound Road, Miamisburg, OH 45342

U.S. Department of Energy, Pacific Northwest National Laboratory, 902 Battelle Blvd., P.O. Box 999, Richland, WA 99352

U.S. Department of Energy, Paducah Site Office, 5600 Hobbs Road, West Paducah, KY 42086

U.S. Department of Energy, Philadelphia Regional Office, 1880 John F. Kennedy Blvd., Suite 501, Philadelphia, PA 19103-7483

U.S. Department of Energy, Portsmouth Enrichment Office, 3930 U.S. 23, Perimeter Road, Piketon, OH 45661

U.S. Department of Energy, Princeton Group Office, US Rt. 1, Forrestal Campus C Site, Room B290 LSB, Princeton, NJ 08542

U.S. Department of Energy, Princeton Plasma Physics Laboratory, James Forrestal Campus, Princeton, NJ 08542

U.S. Department of Energy, Radiobiology & Environmental Health Laboratory, University of California, San Francisco, Box 0750, 3rd Avenue & Parnassos Avenue, San Francisco, CA 94143-0750

U.S. Department of Energy, Richland Operations Office, 825 Jadwin Avenue, P.O. Box 550, Richland, WA 99352

U.S. Department of Energy, Rocky Flats Field Office, 10808 Highway 93, Unit A, Golden, CO 90403-8200

U.S. Department of Energy, Sandia National Laboratories, 1515 Eubank Blvd., SE, Albuquerque, NM 87123

U.S. Department of Energy, Sandia National Laboratories, 7011 E Avenue, Livermore, CA 94551-0969

U.S. Department of Energy, Savannah River Ecology Laboratory, Drawer E, Aiken, SC 29802

U.S. Department of Energy, Savannah River Operations Office, Road 1A, Aiken, SC 29801

U.S. Department of Energy, Seattle Regional Office, 800 Fifth Avenue, Suite 3950, Seattle, WA 98104

U.S. Department of Energy, Southeastern Power Administration, 2 South Public Square, Samuel Elbert Bldg., Elberton, GA 30635

U.S. Department of Energy, Southwestern Power Administration, P.O. Box 728, Gore, OK 74435

U.S. Department of Energy, Southwestern Power Administration, P.O. Box 1223, Jonesboro, AR 72403

U.S. Department of Energy, Southwestern Power Administration, P.O. Box 3337, Springfield, MO 65808

U.S. Department of Energy, Southwestern Power Administration, P.O. Box 1619, Tulsa, OK 74101

U.S. Department of Energy, Stanford Linear Accelerator Center, 2575 Sand Hill Road, Menlo Park, CA 94025

U.S. Department of Energy, Stanford Site Office, 2575 Sand Hill Road, B-41, MS: 8-A, Menlo Park, CA 94025

U.S. Department of Energy, Stanford Synchrotron Radiology Laboratory, Stanford University, P.O. Box 4349, MS 69, Stanford, CA 94025

U.S. Department of Energy, Strategic Petroleum Reserve Project Office, 900 Commerce Road East, New Orleans, LA 70123

U.S. Department of Energy, Laboratory of Structural Biology and Molecular Medicine, University of California, 900 Veteran Avenue, Los Angeles, CA 90024-1786

U.S. Department of Energy, Thomas Jefferson National Accelerator Facility, 12000 Jefferson Avenue, Newport News, VA 23606

U.S. Department of Energy, Waste Isolation Pilot Project Office, P.O. Box 3090, Carlsbad, NM 88221

U.S. Department of Energy, West Valley Demonstration Project, 10282 Rock Springs Road, West Valley, NY 14171-9799

U.S. Department of Energy, Western Area Power Administration, 12155 W. Alameda Parkway, Lakewood, CO 80228-1213

U.S. Department of Energy, Western Area Power Administration, 1800 South Rio Grande, Montrose, CO 81401

U.S. Department of Energy, Western Area Power Administration, Colorado

River Storage Region, 257 E 200 S, Suite 475, Salt Lake City, UT 84111-2048

U.S. Department of Energy, Western Area Power Administration, Desert Southwest Region, 615 S. 43rd Avenue, Phoenix, AZ 85009

U.S. Department of Energy, Western Area Power Administration, Rocky Mountain Region, 5555 E. Crossroads Blvd., Loveland, CO 80538-8986

U.S. Department of Energy, Western Area Power Administration, Sierra Nevada Region, 114 Parkshore Drive, Folsom, CA 95630-4710

U.S. Department of Energy, Western Area Power Administration, Upper Great Plains Region, 2900 4th Avenue North, Billings, MT 59101-1266

U.S. Department of Energy, Yucca Mountain Site Characterization Office, 1551 Hillshire Drive, Suite A, Las Vegas, NV 89134

#### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

This system of records contains materials submitted to DOE for the purpose of seeking assistance in obtaining compensation for an illness believed to have been contracted due to employment by or for DOE. These records may pertain to individuals in the following categories who contacted DOE through the Workers' Compensation Helpline, through a member of Congress, or through correspondence in any format. These individuals may be: (1) Members of the public; (2) employees or surrogates of employees of DOE, its predecessor agencies, and their contractors and subcontractors; (3) former members of the armed forces.

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Telephone conversations; correspondence to DOE from individuals, members of Congress, attorneys who represent workers, other surrogates of workers, doctors, and other Federal agencies; medical records; employment records; exposure records; safety records or other incident reports, including but not limited to area sampling data, accidental releases, explosions, spills, etc.; workers' or family members' contemporaneous diaries, journals, or other notes; internal DOE forms for reviewing worker cases; physical and vocational rehabilitation records; records pertaining to previously filed claims; and any other records related to or pertinent to the condition or case.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 7101 *et seq.*; 50 U.S.C. 2401 *et seq.*; The Energy Employees Occupational Illness Compensation Program Act of 2000, Pub. L. 106-398.

#### **PURPOSE(S):**

The purpose of this system of records is to collect and maintain records needed by the Office of Worker Advocacy to assist current and former DOE contractor employees or their families in connection with the filing of state workers' compensation claims for conditions that may be due to exposures during employment by or for DOE. The assistance provided by this Office may include, but is not limited to the following: (1) Maintaining a helpline, (2) conducting outreach and educational programs, (3) providing referral assistance, and (4) case review. Although the primary focus is on DOE contractor employees, assistance may be provided to DOE federal employees and employees of other agencies by directing them to the appropriate compensation programs, such as the Federal Employees Compensation Act program administered by the Department of Labor.

Individually identifiable information will not appear in published or unpublished reports, studies or surveys. However, the system will contain records compiled in completing published or unpublished reports, studies or surveys from which information may be retrieved by name or other personal identifier. Non-identifiable information regarding the assumptions, methodology, and data used in establishing radiation doses under section 3623(d) of the Energy Employees Occupational Illness Compensation Program Act of 2000 will be made available to researchers and the general public, consistent with the protection of private medical records.

#### **ROUTINE USES OF THE RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:**

1. A record from this system may be disclosed as a routine use to DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties. Those provided information under this routine use are subject to the same limitations applicable to Department officers and employees under the Privacy Act.
2. A record from this system may be disclosed as a routine use to DOE financial assistance recipients in performance of their financial assistance agreements, and their officers and employees who have a need for the record in the performance of their duties. Those provided information under this routine use are subject to the same limitations applicable to

Department officers and employees under the Privacy Act.

3. A record from this system may be disclosed as a routine use to other state and Federal agencies or entities whose mission entails reviewing or managing workers' compensation claims or administering other benefits programs. Those provided information under this routine use are subject to the same limitations applicable to Department officers and employees under the Privacy Act.

4. A record from this system may be disclosed as a routine use to members of a physicians panel(s) established to review and provide a determination regarding whether the illness or death that is the subject of an application for compensation arose out of and in the course of employment by or for DOE. Those provided information under this routine use are subject to the same limitations applicable to Department officers and employees under the Privacy Act.

5. A record from this system may be disclosed as a routine use to medical specialists in fields that include occupational medicine, pulmonology, immunology, toxicology, dermatology, hematology/oncology, rheumatology, neurology, neurotoxicology, psychiatry, psychology, endocrinology, pathology, and any other specialty that the physicians panel member(s) deem necessary to reach a conclusion in a case. Those provided information under this routine use are subject to the same limitations applicable to Department officers and employees under the Privacy Act.

6. A record from this system may be disclosed as a routine use to the personnel, contractors, grantees, and cooperative agreement holders of the Federal agency or agencies and its components, designated by the President to implement the Federal compensation program established by the Energy Employees Occupational Illness Compensation Program Act. Those provided information under this routine use are subject to the same limitations applicable to Department officers and employees under the Privacy Act.

7. A record from this system may be disclosed as a routine use to the members and the staff of the DOE advisory committee established to provide advice on workers' compensation issues, and the members and the staff of an advisory board on Radiation and Worker Health required to be established under the Energy Employees Occupational Illness Compensation Program Act. All recipients of such records are required

to comply with the Privacy Act, to follow prescribed measures to protect personal privacy, and to disclose or use personally identifiable information only for the purpose of providing advice relating to workers' compensation.

8. A record from this system may be disclosed as a routine use for the purpose of an investigation, settlement of claims, or the preparation and conduct of litigation to a (1) person representing the Department in the investigation, settlement or litigation, and to individuals assisting in such representation; (2) others involved in the investigation, settlement, and litigation, and their representatives and individuals assisting those representatives; (3) witness, potential witness, or their representatives and assistants, and any other person who possesses information pertaining to the matter, when it is necessary to obtain information or testimony relevant to the matter.

9. A record from this system may be disclosed as a routine use to the Department of Justice when DOE determines that an individual may be eligible for compensation under the Radiation Exposure and Compensation Act of 1990 (42 U.S.C. 2210, note, and as further clarified in 28 CFR part 79), a compensation program administered by the Department of Justice.

10. A record from this system may be disclosed as a routine use to the appropriate local, state or Federal agency when the record alone or in conjunction with other information, indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature.

11. A record from this system be disclosed to Department of Health and Human Services, their contractors, grantees, and cooperative agreement holders, pursuant to the Energy Employees Occupational Illness Compensation Program Act of 2000, to estimate radiation doses and other workplace exposures received by Department of Energy and contractor employees. The Secretary of Health and Human Services and the Secretary of Energy shall each make available information to researchers and the general public on the assumptions, methodology, and data used in establishing radiation doses consistent with the protection of private medical records. Those provided information under this routine use are subject to the same limitations applicable to Department officers and employees under the Privacy Act.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

##### **STORAGE:**

Records may be stored as paper records, microfilm, and electronic media.

##### **RETRIEVABILITY:**

Records may be retrieved by the name of the individual, case number and document number.

##### **SAFEGUARDS:**

Paper records are maintained in locked cabinets and desks. Electronic records are controlled through established DOE computer center procedures (personnel screening and physical security), and they are password protected. Passwords are known only by the system manager. Access is limited to those whose official duties require access to records.

##### **RETENTION AND DISPOSAL:**

Records retention and disposal authorities are contained in the National Archives and Records Administration (NARA) General Records Schedule and DOE record schedules that have been approved by NARA.

##### **SYSTEM MANAGER(S) AND ADDRESS:**

U.S. Department of Energy, Director, Office of Worker Advocacy, 1000 Independence Ave, SW., Washington, DC 20585.

##### **NOTIFICATION PROCEDURES:**

In accordance with the DOE regulation implementing the Privacy Act, Title 10, Code of Federal Regulations, part 1008, a request by an individual to determine if a system of records contains information about him/her should be directed to the Director, Headquarters Freedom of Information Act and Privacy Act Division, U.S. Department of Energy, or the Privacy Act Officer at the appropriate address identified above under "System locations." The request should include the requester's complete name, time period for which records are sought, and the geographic location(s) where the requester believes the records are located.

##### **RECORD ACCESS PROCEDURES:**

Same as Notification procedures above. Records are generally kept at location where the work is performed. In accordance with the DOE Privacy Act regulation, proper identification is required before a request is processed.

##### **CONTESTING RECORD PROCEDURES:**

Same as notification procedures.

#### **RECORD SOURCE CATEGORIES:**

Records in this systems will be obtained from sources, including, but not limited to the individual who is the subject of the records; physicians and other medical professionals; medical institutions; state and Federal workers' compensation offices; family members of the subject; attorneys representing the individual; individuals' employer, including DOE and its contractors and subcontractors; medical laboratories; other state and Federal agencies.

#### **SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:**

None.

#### **DOE-11**

##### **SYSTEM NAME:**

Emergency Operations Notification Call List.

##### **SECURITY CLASSIFICATION:**

Unclassified.

##### **SYSTEM LOCATION:**

U.S. Department of Energy, Albuquerque Operations Office, P.O. Box 5400, Albuquerque, NM 87185-5400

U.S. Department of Energy, Bonneville Power Administration, P.O. Box 3621, Portland, OR 97208

U.S. Department of Energy, Chicago Operations Office, 9800 South Cass Avenue, Argonne, IL 60439

U.S. Department of Energy, Golden Field Office, 1617 Cole Boulevard, Golden, CO 80401

U.S. Department of Energy, Headquarters, 1000 Independence Avenue, SW., Washington, DC 20585

U.S. Department of Energy, Idaho Operations Office, 850 Energy Drive, Idaho Falls, ID 83401

U.S. Department of Energy, National Energy Technology Laboratory (Morgantown), P.O. Box 880, Morgantown, WV 26507

U.S. Department of Energy, National Energy Technology Laboratory (Pittsburgh), P.O. Box 10940, Pittsburgh, PA 15236-0940

U.S. Department of Energy, National Petroleum Technology Office, William Center Tower One, 1 West Third Street, Suite 1400, Tulsa, OK 74103

U.S. Department of Energy, Office of Naval Reactors, Crystal City, VA 22202

U.S. Department of Energy, Nevada Operations Office, P.O. Box 98518, Las Vegas, NV 89193-8518

U.S. Department of Energy, Oak Ridge Operations Office, P.O. Box 2001, Oak Ridge, TN 37831

U.S. Department of Energy, Oakland Operations Office, 1301 Clay Street, Oakland, CA 94612-5208